

## ORDINANCE 2017-44

### AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WHITESTOWN, INDIANA, ESTABLISHING WAGES AND SALARIES FOR 2018

BE IT ORDAINED by the Town Council of the Town of Whitestown, Indiana that the following shall be the salaries or wages of the respective officers and employees of the Town of Whitestown, Indiana for the Calendar year 2018, and/or until otherwise adopted or modified by ordinance:

1. **Salary and Wages.** The positions and the salary and/or wages for the employees and officers of the Town of Whitestown are hereby set as detailed in the attached **Exhibit A** salary matrix which is incorporated herein by reference. The salary and/or wages in **Exhibit A** does not include all forms of compensation, and is therefore in addition to other forms of compensation and benefits as set forth in this Ordinance, other ordinances or policies, or applicable employment agreements. Additional information is also included in the Whitestown Employee Handbook.
2. **Council, Judge, and Safety Board Pay Schedule.** Town Council members of the Town of Whitestown, the Town Judge for the Town of Whitestown, and the Safety Board members of the Town of Whitestown shall be paid their salary in twelve (12) equal installments on the last payday of each month.
3. **Plan Commission Pay Schedule.** Members of the Whitestown Plan Commission shall receive their salary quarterly in four (4) equal installments on the last payday of each quarter. Notwithstanding anything to the contrary, only members of the Whitestown Plan Commission that do not otherwise hold a lucrative office for purposes of Article 2, Section 9 of the Indiana Constitution may receive a salary under this Ordinance.
4. **Biweekly Payments.** With the exception of Town Council Members, the Town Judge, Town Safety Board Members, and members of the Whitestown Plan Commission, all other officers and employees of the Town of Whitestown shall be paid on a biweekly pay schedule.
5. **Overtime.** Non-Exempt employees may be required to work overtime (OT) hours. With the exception of Firefighters, non-exempt employees will be paid overtime pay at the rate of one and one half (1.5) times their regular rate of pay for all hours worked in excess of forty (40) in a work week. Non-exempt firefighters work a 21-day, 159 hour pay period. Non-exempt firefighters will be paid overtime pay at the rate of one and one-half (1.5) times their regular rate of pay for all hours worked in excess of 159 in a 21-day pay period. Employees may request compensatory time off in lieu of OT which shall be at the discretion of the department head. Compensatory time off, if granted, shall accrue at the rate of one and one-half (1.5) hours for each hour of overtime work. All OT must be approved by the department head or Town Manager prior

to OT hours being worked. Any OT shall be in addition to the base salary and wage amounts referenced in **Exhibit A**.

6. **Exempt Employees.** Exempt-Salaried employees, such as Department Heads, Managers, Supervisors or other Professional Personnel are required to work whatever additional time may be necessary to meet the responsibilities of their job descriptions and are not eligible for OT pay.
7. **Additional Certification or Licenses.** If an employee receives or earns a certification or license from education that benefits the Town in the employee's area of employment, the Department Head or Town Manager **may** request an increase in the salary or wages, as applicable, for the employee of up to three percent (3%). The Town Council may approve or deny all such requests.
8. **Mileage.** Any employee using their personal vehicle in service for the Town while on official Town of Whitestown business is eligible to be paid mileage at a rate approved by the State of Indiana upon submission of said claim on a State Board of Accounts approved mileage claim form and the approval of the Town Council at the next regularly scheduled Council Meeting.
9. **Benefits.** All full time employees and elected officials are eligible to participate in the Town's Health Care Benefit Plan and Retirement Plans.
10. **Added Duty Bonuses.** Except as otherwise provided by Contract, the Town Council may award and pay employees bonuses up to a maximum of 10% of the employee's current salary or annual wages for taking on additional duties when another position is vacated.
11. **Discretionary Merit Payments.** Except as otherwise provided by Contract, the Town Council may award and pay a merit payment to any employee in recognition of special circumstances or meritorious services as determined by the Town Council, up to a maximum of 5% of the employee's current salary or annual wages.
12. **Calendar Year.** For the avoidance of any doubt, salaries set forth in this Ordinance are to be paid on an accrual basis according to the year in which the work is performed, regardless of the year in which the salary is paid.
13. **Superseding Clause.** All other ordinances or parts thereof in conflict with this Ordinance are hereby repealed and abolished.
14. **Effective Date.** This Ordinance shall take effect on January 1, 2018, and shall remain in effect until otherwise adopted or modified by ordinance.

Adopted by the Town Council of the Town of Whitestown, Indiana, on December \_\_\_\_\_, 2017.

THE TOWN COUNCIL OF THE TOWN  
OF WHITESTOWN, INDIANA

YAY/NAY

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Eric Miller, President

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Susan Austin, Vice President

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Kevin Russell

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Clinton Bohm

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Jeffrey Wishek

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**ATTEST:**

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Matt Sumner, Clerk-Treasurer  
Town of Whitestown, Indiana

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